OTE 83-1033

19 October 1983

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Logistics

FROM: STAT

                              Director of Training and Education

SUBJECT: Pros and Cons of OTE Being Located in the
                              New Building

1. Pursuant to your request made at the recent DDA Office
Directors' meeting, I have listed below some pros and cons related
to moving the Office of Training and Education (OTE) from the
Chamber of Commerce Building to the proposed new Headquarters
Building. As will be noted, there are compelling arguments on both
sides. On balance, I come down in favor of OTE remaining in the
Chamber of Commerce Building primarily because our experience and that
of other training establishments both in and out of the Government
demonstrates clearly that student commitment to training activities
is clearly enhanced by having those activities conducted at facilities
sufficiently removed from the student's normal working place to dis-
courage the student's continuing involvement in normal working activities.

2. As we see it, the pros and cons of note in this matter are:

    a. Pros

        (1) Very considerable savings would be realized
    through giving up the Chamber of Commerce Building and
    thus eliminating the obligation of the lease costs and
    the heavy costs related to logistical support for an
    "out building."

        (2) The relocation of OTE would result in obvious
    convenience for CIA students and the many CIA guest speakers
    involved in our activities.

        (3) The move would facilitate OTE coordination of
    its activities with other Agency components and would aid
    in the further integration of OTE into the mainstream of
    the Agency.

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(4) It is our opinion that a majority of OTE employees would prefer from a social point of view to work on the Headquarters compound.

b. Cons

(1) The location of OTE on the Headquarters compound would result in a lessened commitment by students to the training activities.

(2) The Chamber of Commerce Building is a well-maintained facility with adequate office space and relatively attractive, windowed classroom space. Additionally, we estimate that if OTE was assigned all of the space available to the Agency in the Chamber of Commerce Building, this would meet all of our anticipated future space requirements.

(3) A great deal of money has been--and is being--spent on configuring the Building to the technical and human needs required by our training activities. A move to the new building would be a case of us leaving a facility just at the point where we have finally gotten it to the state desired.

(4) The Chamber of Commerce is well located in terms of POV accessibility and is ideally located as regards public transportation. Access to downtown Washington, Crystal City, and the Pentagon is quick and easy via the Metro. Such easy access takes on increasing importance as we anticipate even more involvement with other agencies of the Intelligence Community, academic institutions in the Washington area, and private vendors.

(5) Parking facilities at the Chamber of Commerce Building, while far from ideal, are adequate.

(6) If history is an indicator, not all of those Agency components for whom space in the new building is being planned will actually be able to move by the time the building is completed. It can be anticipated that inflation, unanticipated requirements and the like will have the same influence on occupancy as was the case with the present Headquarters Building.
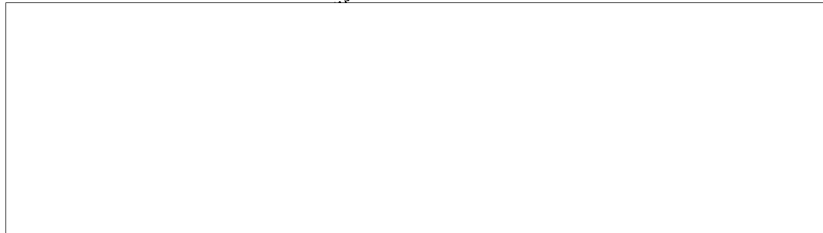
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3. If any major Agency component has to stay out of the new building, the Office of Training and Education is probably a most logical candidate.

4. Should you decide to keep OTE in the Chamber of Commerce Building, we will want to meet with the Building Planning Staff to identify our need for <u>some</u> classroom/conference space in the new building. This space would supplement or replace Room 1A07, provide language training space, and provide for other Headquarters Building training requirements.

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